

COMMUNITY NUTRITION TEAM

CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 1 No. 1

Spring 2009

FFY 2010 Contracts Online

Effective for the Federal Fiscal Year 2010 (October 1, 2009 - September 30, 2010), the CACFP Application/Agreement for all agencies will be on-line. Similar to the on-line claim, the Application information will be entered on the computer and submitted to the Department of Public Instruction (DPI) via the internet. Paper copies of the Application will no longer be accepted.

The majority of the information required for the FFY 2010 Application/Agreement will remain the same as on last year's Renewal Application. For this first year (FFY 2010) your agency will need to input all necessary data and answer all applicable questions. After the initial Application is submitted and approved in FFY 2010, all information that is entered will automatically populate for future years. Therefore, when submitting the FFY 2011 Application, only changes or updates to the Application will need to be made by you which will make it easier to complete each year.

We are currently working on the programming aspect of the on-line Application, but plan to have the on-line Application/Agreement available on the DPI web page (<http://www.dpi.wi.gov/fns/index.html>) by August. A memo from our office will be sent to all agencies in July which will provide information on submitting the FFY 2010 on-line Application. The memo will detail the date the on-line Application must be submitted to DPI via the internet, a link to the Application Instruction Manual and training opportunities for submitting the on-line Application. Watch for a mailing in July 2009 for additional information.

Revised Civil Rights Data Collection Form

The Civil Rights Data Collection Form has been revised. A copy of the revised form is included as part of Guidance Memorandum #8 and is available to download from our website at: <http://dpi.wi.gov/fns/guidememos.html>. The form has been revised to define the Racial and Ethnic categories with instructions on the back. Your agency is now required to use the revised form when completing the annual data collection of race and ethnicity of the participants at your center. If you have

already completed the form for this fiscal year (using the old form), you are not required to complete another one using the newly revised form. However, the next time you complete the data collection, you must use the revised form. A copy of the form will be mailed to you with the updated Guidance Memorandum later this Spring. If you have any questions regarding this form please contact your assigned Consultant.

ACCESS for All

Basic needs – food, clothing, shelter, and adequate health care – things we all need to stay healthy, yet these are things many people lack at certain times in their lives for various reasons. Your agency is in a unique situation in that you have a relationship with the families in your community. You know them; you care for their children. And, in many cases, you know when they need help. How can you help? Federal, state, and local programs are available to those that may be struggling in your community. You can help by getting the word out on the available programs to those in need. To help families determine if they are eligible for any of the programs, they can either contact their local county/tribal, social or human services agency OR visit ACCESS on-line at: <http://access.wi.gov>. ACCESS is an internet tool. It can help individuals see if they or a family member might be eligible to receive benefits, such as: Food Share; Medicaid; Badger Care Plus; Senior Care; WIC – Special Supplemental Nutrition Program for Women, Infants and Children; Free/Reduced-Price School Meals; Summer Food Service Program; Emergency Food Assistance Program (TEFAP) and tax credits.

This private and secure website is a how-to guide for Wisconsin residents who may need to access support services, but are not sure where to go or how to begin. When they are done answering the questions, ACCESS will let them know if they or other people in the household may be eligible for these Wisconsin and/or federal programs. ACCESS will let them know how/where to continue.

Enclosed in this newsletter you will find a resource called Helping Families Stay Healthy which summarizes resources available and can be distributed to families. It can also be downloaded from the CACFP website resources page at:

<http://dpi.wi.gov/fns/cacfpres1.html>.

Together let's make sure all our needy children are getting the help they are qualified to receive.



Cut me out

2009 Due Dates for Quarterly Nonprofit Food Service Financial Reports

For Sponsoring Organizations ONLY

(those with 2 or more sites on the food program)

1st Quarter (reporting period October 1, 2008 – December 31, 2008) is due **March 1, 2009**.

2nd Quarter (reporting period January 1, 2009 – March 31, 2009) is due **June 1, 2009**.

3rd Quarter (reporting period April 1, 2009 – June 30, 2009) is due **September 1, 2009**.

4th Quarter (reporting period July 1, 2009 – September 30, 2009) is due **December 1, 2009**.

The reporting form (PI-1463-A) is available online at <http://dpi.wi.gov/fns/centermemos.html> under Guidance Memorandum #11. Any questions, please contact Cari Ann Muggenburg at 608-264-9551 or by e-mail at cari.muggenburg@dpi.wi.gov.

Cut me out



Preschool Book List

There is a natural link between nutrition, physical activity, and reading. Young children are particularly interested in stories that describe or depict things that are connected to their own everyday lives such as food, eating, grocery shopping, cooking, playing with friends, and family mealtime. Reading books that focus on preparing and eating healthy foods and being physically active can motivate children to adopt positive food and physical activity behaviors that can last a lifetime. The Michigan Team Nutrition developed a Preschool Booklist that contains notes for over 250 books about food, healthy eating, and physical activity for children that are preschool age or younger.

This booklist is for preschool teachers, daycare providers, childcare center staff and other people who work in early childhood settings, WIC staff members, Extension staff members, dietitians, nutritionists, health educators, school nurses, librarians, parents, foodservice staff members or anyone interested in reading, learning about healthy foods, and growing up healthy. To access the list go to: http://healthymeals.nal.usda.gov/hsmrs/MI_Preschool_Booklist.pdf

Mealtime Memo

Mealtime Memo for Child Care is a Newsletter for child care providers participating in the CACFP, focused on good nutrition for young children. Each issue offers a recipe from the USDA Recipes for Child Care and a week's menus. The National Food Service Management Institute (NFSMI), University of Mississippi publishes Mealtime Memos monthly on their website: www.nfsmi.org/Default.aspx, in the resource center section. Your agency can sign up to receive Mealtime Memos by email thru the NFSMI website. You will no longer receive a copy of the Mealtime Memo as an insert of the CACFP Newsletter, but a link to a recent edition will be included in each of our Newsletters.

USDA Memos

Enclosed in this Newsletter you will find a Memo issued January 28, 2009, by the USDA summarizing a change in filing requirements to the Internal Revenue Service (IRS) that affects small tax-exempt agencies. These agencies are now required to annually file with the IRS. Please read the enclosed Memo for all of the details.

Supporting Families Together Association

Fifteen Wisconsin Resource and Referral agencies are now part of an umbrella group called SFTA or Supporting Families Together Association. This replaces the "Resource and Referral Network" where each R&R contracted directly through the Wisconsin Department of Workforce Development. Resource and Referral agencies connect parents with child care services. They provide technical assistance to child care providers and collect, analyze and report on child care data that impacts communities. They also implement innovative child care quality improvement initiatives. Check out the website below which explains the history of this new agency and the programs that are now a part of this "umbrella" group. <http://www.supportingfamiliesaltogether.org/about-us/>

A New Voice on the Community Nutrition Team

Barbara Douglas, Office Operations Associate, is the voice on the phone when you call the main line for assistance. She processes mail, handles correspondence and generally keeps things organized, especially in our FNS system. Barbara came to the DPI on December 1, 2008 and holds a B.S. degree in dietetics from the University of Maryland. Barbara is married to husband, Paul and has 2 children, Garrett and Madeleine. She is an avid baseball fan and roots for the Milwaukee Brewers. Barbara is a welcome addition to our team.

Summer 2009 Training Update

Due to the significant roll-out of the FFY 2010 on-line Application, summer trainings will be exclusively for the on-line Application process. Unfortunately, we will not be offering any on-site nutrition, recordkeeping or financial management trainings. However, this will only be for this summer. We hope to have on-line webcasts available on additional nutrition and recordkeeping topics in the future.

In August, we will be providing on-line trainings on how to submit the FFY 2010 on-line Application. We hope to have a few live webinars where participants listen to the presentation over the phone while watching the presentation on the computer via an internet site. This will give agencies an opportunity to ask questions during the trainings. There will also be taped webcasts so participants can view the trainings from their computer at their leisure. We will send you more information this summer detailing the dates of the on-line webinars and also if there are any additional training webcasts available to view.

Currently we have webcasts available for the following topics: Determining Household Size-Income Statements, Maintaining the Household Size-Income Record, Completing the CACFP Claim for Reimbursement, CACFP Internet Claim Procedures, Civil Rights Requirements and Completing the Annual and Quarterly Non-Profit Financial Reports. They may be viewed at the following website: <http://dpi.wi.gov/fns/cntwebcasts.html>. Remember, as always, if you have any questions, please contact your assigned Consultant.

Welcome New Agencies

K's Play Days, Menasha
Away To Learn Inc, Tomah
First Step Academy LLC, Kenosha
3002 Diversity LLC, Milwaukee
Kiddie Springs Child Development Center LLC, Milwaukee
Four Seasons Child Care Inc, Somerset
St. James United Methodist Church LLC, East Troy
Kinder World Child Care Center, Shorewood
Sheer Magic Care LLC, Milwaukee
Loving A Generation CDC, Milwaukee
DCPS LLC, Deerfield
Busy Beavers Daycare, Cumberland
Marlas Child Development Academy Inc, Milwaukee
Houdini Academy for Children, Appleton
Little Minds Learning Center LLC, Hudson
LaPre Enterprise, Racine
Little Learners Academy, Racine
Punkin Patch LLC, Juneau
Boys & Girls Club-Chippewa Valley, Eau Claire
Vera Court Neighborhood Center, Madison



Maximizing the Message: Helping Moms & Kids Make Healthier Food Choices

The Food and Nutrition Service has released a set of 16 nutrition education messages addressing 5 concepts: 7 for mothers of preschoolers, 4 for mothers of elementary school-age children, and 5 for 8- to 10-year-old children. These messages are based upon the *2005 Dietary Guidelines for Americans* and *MyPyramid*. An implementation guide was developed that presents the core nutrition messages and supporting content (e.g., bulleted tips, recipes, and stories) that are specifically designed for the low-income mothers and children participating in Federal nutrition assistance programs. The guide provides tips for putting the core messages into practice. Below you will find the core messages for preschoolers. Go to the following website to access the implementation guide, in addition to the elementary school-age children and 8- to 10- year old nutrition education messages:

<http://www.fns.usda.gov/fns/corenutritionmessages/default.htm>.

For Mothers of Preschoolers

Role Modeling Message

1. They learn from watching you. Eat fruits and veggies and your kids will too.
2. They take their lead from you. Eat fruits and veggies and your kids will too.

Cooking and Eating Together Messages

1. Cook together. Eat together. Talk together. Make mealtime a family time.
2. Make meals and memories together. It's a lesson they'll use for life.

Division of Feeding Responsibility Messages

1. Let them learn by serving themselves.
Let your kids serve themselves at dinner. Teach them to take small amounts at first. Tell them they can get more if they're still hungry.
2. Sometimes new foods take time.
Kids don't always take to new foods right away. Offer new fruits and veggies many times. Give them a taste at first and be patient with them.
3. Patience works better than pressure.
Offer your children new foods. Then, let them choose how much to eat. Kids are more likely to enjoy a food when eating it is their own choice. It also helps them learn to be independent.

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Home Page
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May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Mother's Day	11 National Women's Health Week 5/10 - 16 www.womenshealth.gov/whw/	12	13	14	15 Claim Due ²	16
17	18	19	20	21	22	23
24 31	25 Memorial Day	26	27	28	29	30

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Qtrly NPFS Report ¹ Due	2 June is Dairy Month www.nationaldairycouncil.org	3	4	5	6
7	8	9	10	11	12	13
14	15 Claim Due ²	16	17	18	19	20
21 Father's Day	22	23 Home Sponsor Training	24	25	26	27
28	29	30				

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15 Claim Due ²	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

¹Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

²Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15th of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/news/trent.html>. There are many useful website links included within the newsletters, so you may find it helpful to view them electronically to easily access these website links.